

Washington State Board of Pharmacy

Requirements for Central Filling of Prescriptions by Washington Pharmacies and Central Prescription Filling Service Providers

1. A pharmacy that desires to provide central prescription filling services must submit its policies and procedures to the Board of Pharmacy for approval. The request for approval must describe what activities in the prescription filling process are performed by the central fill pharmacy.
2. A Washington licensed dispensing pharmacy may outsource prescription filling to a central fill pharmacy provided the pharmacies have the same owner or the pharmacies have entered into a written contract or agreement. The contract or agreement shall outline the services to be provided and the responsibilities and accountabilities of each pharmacy in compliance with federal and state laws and regulations. Except for when there is common ownership, the central fill pharmacy shall only deliver prescriptions to the licensed dispensing pharmacy for delivery to the patient.
3. Central prescription filling of controlled substances requires compliance with the DEA regulations allowing central fill pharmacies and retail pharmacies to fill prescriptions for controlled substances on behalf of retail pharmacies specified in Federal Register Document 03-15912 (June 24, 2003).
4. The dispensing and central fill pharmacies must share common electronic files or have appropriate technology to allow secure access to sufficient information necessary or required to dispense or process the prescription.
5. A dispensing pharmacy using central prescription filling services is responsible for maintaining records of the processing of all prescriptions entered into their information system including prescriptions filled at a central fill pharmacy. The pharmacist at the dispensing pharmacy must comply with the minimum required information for the patient medication record in WAC 246-875-020 prior to sending a prescription to the central fill pharmacy. The information system must have the ability to audit the activities of the individuals at the central fill pharmacy filling the pharmacy's prescriptions.
6. A pharmacy that uses central prescription filling services must, prior to outsourcing the prescription, notify patients that prescription filling may be outsourced to another pharmacy. The patient shall have the choice to not have the prescription outsourced.
7. The prescription label of a centrally filled prescription must show the name and address of both the dispensing pharmacy and the central fill pharmacy, except when there is common ownership of the pharmacies.

8. The dispensing pharmacy must designate staff members to be responsible for signing for the receipt of prescriptions delivered from the central fill pharmacy. The receipt must be maintained as part of the prescription records.

9. All pharmacies providing central prescription filling processing services to pharmacies in Washington State must be licensed in Washington.

10. An out-of-state pharmacy providing central prescription filling services must be licensed as a non-resident pharmacy.

11. The dispensing pharmacy and central fill pharmacy shall maintain a policy and procedure manual. The manual shall:

- (A) outline the responsibilities of each of the pharmacies;
- (B) include a list of the name, address, telephone numbers, and all license/registration numbers of the pharmacies participating in the central fill prescription filling; and
- (C) include policies and procedures for:
 - (i) protection of the confidentiality and integrity of patient information;
 - (ii) maintenance of appropriate records to identify the name(s), initials, or identification code(s) and specific activity(ies) of each pharmacist who performed any processing;
 - (iii) compliance with federal and state laws and regulations;
 - (iv) operation of a continuous quality improvement program for pharmacy services designed to objectively and systematically monitor and evaluate the quality and appropriateness of patient care, pursue opportunities to improve patient care, and resolve identified problems; and
 - (v) annual review of the written policies and procedures and documentation of such review.